



## **Court of Appeals Division One, Deputy Clerk II**

**Salary: \$38,311/year**

Do you take pride in producing quality work and enjoy providing excellent service to internal and external customers? Do you have an interest in the legal field or experience in a court environment? This may be the position for you. The Court of Appeals, Division One is seeking a Deputy Clerk II to process court related documents, apply critical thinking skills to enter accurate information regarding cases into a computer court case management system and provide outstanding customer service in-person, over the phone and through e-mail.

The ideal candidate will have strong attention to detail, experience in customer service, familiarity with legal documents and the ability to work well as part of a team in a busy professional environment.

Applicants must have a high school diploma (college preferred) and be able to work from 8AM through 5PM Monday through Friday.

Applicants should include the following:

- **Resume**

Resume should be sent to [applicationsCOA1@appeals.az.gov](mailto:applicationsCOA1@appeals.az.gov) .

This position is open for both internal and external recruitment, and only applicants whose background most closely meets the requirements of the position may be invited to interview. Requests for special accommodations to participate in the interview process should be made at the time you are contacted to schedule an interview. The selection process may include first and/or second round interview panels.

The court offers an excellent benefits package that includes a choice of plans for optional medical and dental insurance, deferred compensation, flexible spending accounts, life insurance, long and short-term disability, discounted bus fares and an employee assistance program. Participation in the Arizona State Retirement System (ASRS) is required. In addition, the court's leave policy includes ten paid holidays and annual accrual of vacation and sick leave, based on length of service.

First Review Date: **Monday, May 18, 2020**. Position is open until filled.

*The Court of Appeals, Division One is an Equal Employment Opportunity/Reasonable Accommodation Employer. Everyone is encouraged to apply and compete for jobs. If you require assistance at any stage of the application/exam process due to an accessibility issue, please contact the Human Resources Department by phone at (602) 452-6708.*